

Final Panel

**ADMINISTRATIVE
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ORD-344-79

14 March 1979

MEMORANDUM FOR: ORD Career Service Panel

SUBJECT: Recommendation for Promotion

GS-5 to GS-6

STAT

1. [] has served as a secretary in PSRD since 2 October 1978. During this period she has distinguished herself both by the quality of her work and by her extremely rapid progress in assuming the responsibilities of her position. [] holds an Associates Degree in Business Technology (Secretarial Science) obtained in May 1978. The skills acquired while in PSRD and her ability to learn rapidly make her an extremely valuable employee.

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2. Since joining PSRD, [] has had to rapidly learn procedures for both Agency and National programs. She has had to do this with a minimum of support since her predecessor left the Agency at about the time Ms. Fugas joined PSRD. Her responsibilities are to provide the sole secretarial support for six project officers working in both National and Agency systems. As such, she must provide all typing support, travel arrangements, visitor escorting, dictation, filing, phone calls, mail handling, and document control for these personnel. In addition to these duties, she currently provides the typing support for the Division Assistant for Special Programs since she is familiar with the National Programs procedures. Ms. Fugas has rapidly brought herself up to speed and currently performs her duties with noteworthy expertise and care. She has made exceptional progress in her relatively short time here.

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3. [] contributions are not limited to these routine duties. She also assists by making and implementing suggestions to streamline and improve our office filing system and the internal handling of our considerable paper work.

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[redacted]
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4. It is strongly recommended that you approve [redacted] promotion from a GS-5 to a GS-6. Her performance to date and can-do work attitude make her a notable candidate for this promotion. It is felt her exceptional progress warrants your consideration at this time.

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[redacted]
Chief, Physical Sciences Research, ORD

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APPROVAL FOR ORD CAREER SERVICE PANEL:

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14 MAY 1979
Date

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PSRD/ORD/DDS&T, [redacted]

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